

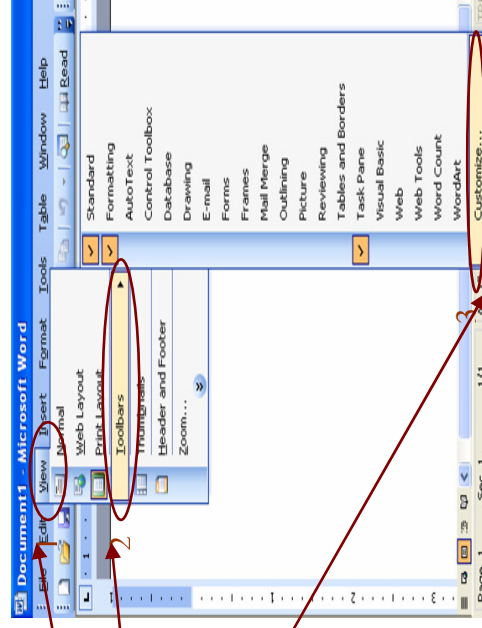
Accessing Equation Editor

Where can I get it?

You've already got it! It's built into Microsoft Word 2003, though finding it is not intuitive. By creating a shortcut to the editor canvas in your toolbar, you will make the process of inserting mathematical notation simple and efficient. To do so, follow these steps:

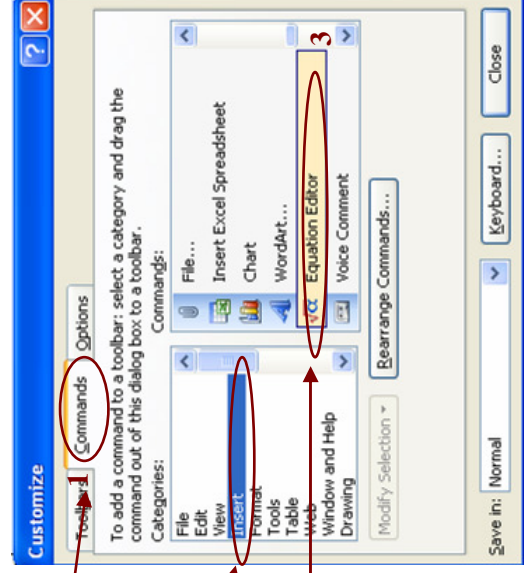
Creating a toolbar shortcut to the equation editor:

- (1) Select **View**
- (2) then **Toolbars**
- (3) then **Customize...**



In the pop-up window,

- (1) select the **Commands** tab
- (2) Under **Categories** select **Insert**
- (3) Scroll down to **Equation Editor**, and drag the icon to the standard toolbar.



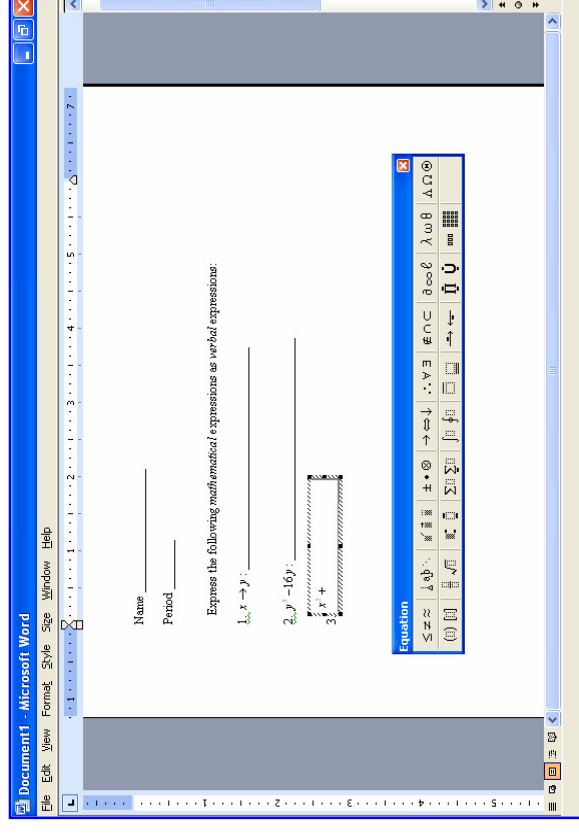
What's it good for?

Now that equation editor is in your toolbar you can use it to quickly insert mathematical notation in any word document.

When you need equation editor, first click the icon in the toolbar:



This will bring up a canvas on which you can create your math expression. (Refer to the key on the back of this sheet to help you find specific operations and symbols) After you complete the expression, click out side the box to insert the expression, and to close the equation editor



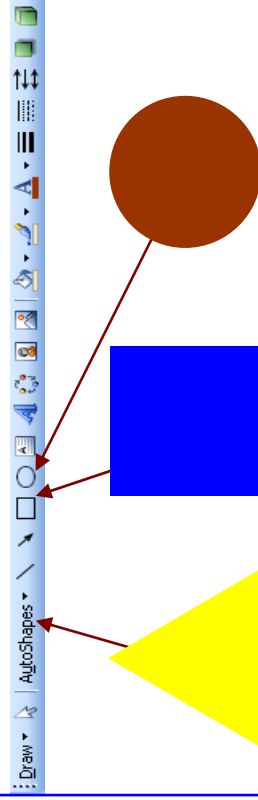
Equation Editor

The Equation Editor toolbar is shown with red arrows pointing to various icons and their corresponding symbol palettes:

- Relational**: Symbols like \approx , \cong , \sim , \propto , \neq , \leq , \geq , $<$, $>$, ∞ , \forall , \exists , ∇ , \Re , \Im , ∞ , ∇ , \Re , \Im , ∞ .
- Spaces & Ellipses**: Symbols like \cdots , \ddots , ... ,
- Embellishments**: Symbols like $\frac{1}{2}$, $\frac{1}{3}$, $\frac{1}{4}$, $\frac{1}{5}$, $\frac{1}{6}$, $\frac{1}{7}$, $\frac{1}{8}$, $\frac{1}{9}$, $\frac{1}{10}$.
- Operator Symbols**: Symbols like \pm , \div , \cdot , \circ , \oplus , \otimes , \int , \times , $*$, \circ , \otimes , \int .
- Arrow Symbols**: Symbols like \rightarrow , \leftarrow , \leftrightarrow , \rightleftarrows , \Uparrow , \Downarrow , \Uparrow , \Downarrow .
- Logical Symbols**: Symbols like \wedge , \vee , \neg , \Rightarrow , \Leftrightarrow , \forall , \exists , ∇ , \Re , \Im , ∞ .
- Miscellaneous**: Symbols like ∂ , \int , \angle , ℓ , τ , Σ , ∞ , ∇ , \Re , \Im , ∞ .
- Set Theory**: Symbols like \in , \cup , \cap , \subseteq , \supseteq , \emptyset , \neq , \cup , \cap , \subseteq , \supseteq .
- Greek Character**: Symbols like α , β , γ , δ , ϵ , ϕ , χ , ψ , ω , ∞ , ∇ , \Re , \Im , ∞ .
- Greek Character**: Symbols like Δ , Ξ , Γ , Φ , Δ , Π , Ψ , Ω , ∞ , ∇ , \Re , \Im , ∞ .
- Matrix Template**: A grid of symbols for creating matrices.
- Fence Templates**: Symbols for creating mathematical fences like $\langle \rangle$, $[]$, $\{ \}$, $\llbracket \rrbracket$, $\lceil \rceil$, $\lfloor \rfloor$.
- Fraction & Radical**: Symbols for fractions like $\frac{1}{2}$, $\frac{1}{3}$, $\frac{1}{4}$, $\frac{1}{5}$, $\frac{1}{6}$, $\frac{1}{7}$, $\frac{1}{8}$, $\frac{1}{9}$, $\frac{1}{10}$, and radicals like $\sqrt{\quad}$, $\sqrt[3]{\quad}$.
- Subscript & Superscript**: Symbols for subscripts and superscripts like x_1 , x_2 , x^2 , x^3 .
- Summation**: Symbols for summation like \sum , \prod , \coprod .
- Integrals**: Symbols for integrals like \int , \int_0^1 , \int_a^b .
- Underbar &**: Symbols for underbars like \bar{x} , \underline{x} .
- Labeled Arrow**: Symbols for labeled arrows like $\xrightarrow{\quad}$, $\xleftarrow{\quad}$, $\xleftrightarrow{\quad}$.
- Products and Set**: Symbols for products and sets like \prod , \bigcap , \bigcup .

Drawing Toolbar

Simple shapes can be created using the drawing toolbar.



AutoShapes includes triangles and polygons, explore!

Keyboard Shortcuts

Click **Ctrl,Shift=** all at the same time to add a superscript, pressing the same combination will put you in back in line.

Create subscripts easily by typing **CTRL=**

Geometer's Sketchpad

Don't forget: You can import diagrams and shapes created in Geometer's Sketchpad into any word document, or Microsoft Powerpoint.

For more information on GSP please refer to this website:

<http://www.dynamicgeometry.com/>